



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OHIO

Vacancy Announcement

POSITION TITLE: Courtroom Deputy Clerk **ANNOUNCEMENT NO.:** 12-04

POSITION TYPE: Full-time Regular Excepted Service

LOCATION: Toledo, Ohio

SALARY RANGE: CL 25 - CL 27 (\$37,941 - \$74,628)

OPENING DATE: June 15, 2012

CLOSING DATE: June 29, 2012 or until filled

The U.S. District Court for the District of Ohio, Toledo Clerk's Office, has an immediate opening for a Courtroom Deputy Clerk.

POSITION OVERVIEW:

This position is located in the Clerk's Office of the United States District Court for the Northern District of Ohio at Toledo, Ohio. Courtroom deputies are assigned by the Clerk of Court to support a judicial officer by performing the following duties; managing the judge's civil and criminal caseload and providing courtroom and other assistance as necessary. The tasks performed by the Courtroom Deputy assist the judge in keeping the docket, trials, and hearings proceeding smoothly and orderly. This position interacts with the public, lawyers and involves a close working relationship with the judge and other chambers and Clerk's Office staff. This job requires a high level of knowledge regarding court and courtroom operations. Courtroom deputies at the higher classification level perform work requiring a higher level of knowledge and greater complexity regarding case management and statistical reporting.

REPRESENTATIVE DUTIES:

The Courtroom Deputy is responsible for calendaring and regulating case movement, monitoring filing of pertinent documents and timeliness of responses to judicial orders, and setting dates and times for hearings and conferences. A deputy will attend court sessions and conferences, swear in witnesses, mark and receive exhibits, including setting up and troubleshooting electronic evidence presentation systems, empanel jurors, and conduct telephone conference calls. Other duties include preparing and distributing documents such as calendars, judgments, and minute orders, maintaining case management statistics, Criminal Justice Act (CJA) duties, and assisting other courtroom deputies, when needed.

QUALIFICATIONS:

Requires a minimum of three years specialized experience which provided a knowledge of legal terminology and procedure that might be found in a law office or other court in the judicial system. Progressively responsible clerical or administrative experience requiring the regular and recurring application of procedures that demonstrate the ability to apply a body of rules, regulations, directives or laws and involve the routine use of specialized terminology and automated software and equipment. Knowledge of federal and local procedural rules, federal court operations and functions.

To be appointed at the CL 27 level, experience must include at least two years of specialized experience with one year equivalent to work at the CL 26 level. The candidate must have excellent organizational skills and customer service skills, and be able to effectively communicate information (verbally and written) accurately and in a timely manner to individuals within and outside the judiciary. Ability to speak to groups.. Extremely fast-paced position requires incumbent to be versatile and have the ability to manage multiple tasks within a tight time schedule while presenting a professional demeanor at all times. Docketing experience, accurate typing, strong computer skills and CM/ECF experience is desirable. Experience working in a state or federal court preferred.

EDUCATION:

Bachelor's degree or paralegal certificate preferred.

CONDITIONS OF EMPLOYMENT:

Applicants must be U.S. citizens or eligible to work in the United States. A background investigation with law enforcement agencies, including fingerprint and criminal record checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

HOURS:

Clerk's Office hours are 8:00 AM to 4:45 PM. Working hours may vary based on the court calendar and the requirements of the Judge.

INFORMATION FOR APPLICANTS:

Applicants selected for interviews must travel at their own expense. The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview. Applicants selected for interviews will be tested. If you are not notified, another applicant was selected. **No phone calls please.** Applications will be kept on file for six months should similar vacancies occur.

Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the Court. The U.S. Courts require employees to adhere to a Code of Conduct that is available to applicants for review at the court's web site www.ohnd.uscourts.gov

BENEFITS:

This is a full-time, permanent position with benefits including:

- 10 paid holidays per year
- 13 days paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service
- 13 days of paid sick leave per year (unlimited accumulation)
- Choice of a variety of employer-subsidized federal health and life insurance plans
- Mandatory participation in the Federal Employees Retirement System
- Optional participation in the Thrift Savings Plan
- Optional Long-term disability and long-term care insurance
- Optional participation in The Flexible Benefit and Commuter Benefit Programs

HOW TO APPLY:

To apply, submit a cover letter (including position title and announcement #), a detailed resume, salary history or classification level, an e-mail address and daytime telephone number, two professional references, and completed application form AO78, available at the court's web site www.ohnd.uscourts.gov to the address below by COB June 29, 2012. Applications may also be e-mailed to **apply@ohnd.uscourts.gov**. E-mailed documents must be in Word, WordPerfect or PDF format. Use only one method of application. No faxes please.

Incomplete submissions will not be considered.

United States District Court
Carl B. Stokes U.S. Court House
Attn: Human Resources Department #12-04
801 West Superior Avenue, Suite 1-115
Cleveland, OH 44113-1830

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.